

ADMINISTRATIVE - INTERNAL USE ONLY

29 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (15 - 28 May 1986)

PREFACE: This report covers two reporting periods. At the recommendation of the Director of Information Services and with the concurrence of the Executive Officer, DA, an OIS weekly was not submitted for the reporting period 15 - 21 May because of the annual OIS conference.

1. \*The Director of Information Services (DIS) received a letter from the Director, Information Security Oversight Office (ISOO), proposing that ISOO review a sampling of the Agency's classified documents. Because of the need to focus on all aspects of information security during regular ISOO inspections, the Director, ISOO believes that additional, intensive document reviews should be undertaken from time to time. In a discussion DIS reminded him of the need to adhere to the ISOO/CIA agreement during the reviews. Details and dates are being arranged by the Agency Security Classification Officer.

2. The Chief, Classification Review Division (CRD), the OIS Legal Counsel, and two representatives from the Information Management Staff, Directorate of Operations (IMS/DO) visited the Department of Justice (DoJ) to discuss materials remaining from the case of two FBI officials (Messrs. Felt and Miller) who were tried and convicted for using illegal methods to investigate U.S. citizens during the 1960s and early 1970s. DoJ considers the case historically significant and wants the material reviewed for declassification and eventual release to the public. CRD will plan its portion of the review and coordinate with appropriate Agency components.

3. \*The Library of Congress through the Office of Congressional Affairs has requested Agency help in declassifying a group of World War II documents it has held for the past 40 years. Some of the documents pertain to the OSS. Because the Library does not have declassification authority, it has turned to the Agency for assistance. CRD will review a sample to determine if a full review is feasible.

ADMINISTRATIVE - INTERNAL USE ONLY



ADMINISTRATIVE - INTERNAL USE ONLY

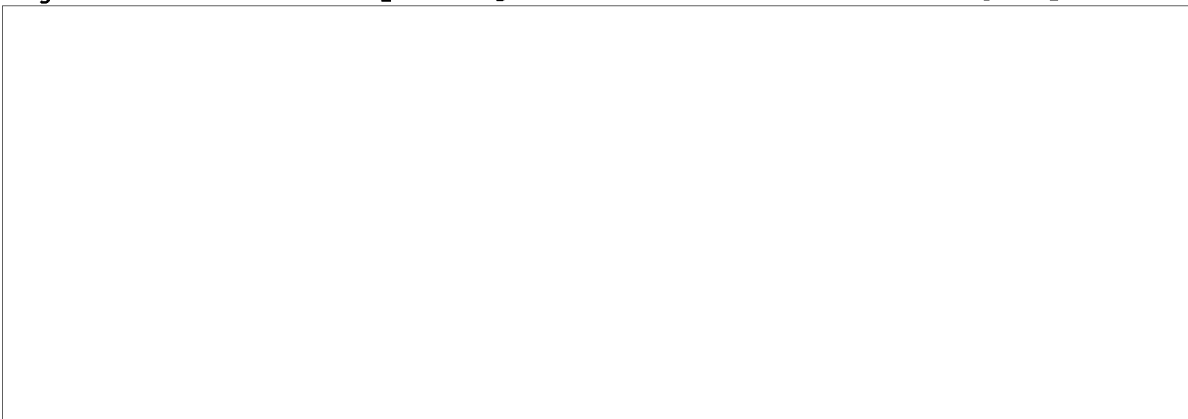
4. Information Resources Management Division (IRMD) representatives briefed representatives from the Directorate of Operations on the scheduling of machine-readable records. The briefing included a description of IRMD's approach to machine-readable records surveys and a review of sample records control schedule items. The DO Records Management Officer asked if IRMD would assist in identifying and scheduling the DO's computer systems. Work on the first system will begin within a week.

5. The Agency Security Classification Officer, assigned to IRMD, prepared a Headquarters Notice for signature by the Deputy Director for Administration concerning security classification procedures. The notice reminds Agency classifiers of their responsibility to adhere to the classification standards and procedures set forth in Executive Order 12356. It also provides information on original and derivative classification and basic guidelines for classifying Agency information.

6. The work of the Ames Building Information Services Center in assisting the Public Affairs Office (PAO) with a special mailing of information on CIA activities to the public is nearly finished. The PAO will provide a statistical analysis of this activity in the near future. (Please refer to the OIS Weekly, paragraph 5, dated 24 April 1986.)

7. On 29 May representatives from IRMD, the Chief of the Information and Privacy Division, and the OIS Planning Officer will attend a briefing by Tab Products on its Laser-optic filing system. This system can read a letter-size document and store the information on a disk in five seconds.

8. \*Since the beginning of 1986 the Information and Privacy Division has closed more cases (1539) than presently exist in the initial request backlog (1397). Moreover, the backlog fell by 17 cases this reporting period to break the 1400 mark. This compares with 2352 cases one year ago and 3080 cases two years ago. One of the more interesting requests



Attachment





20 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (14-20 May 1986)

1.	<u>The Week in Review</u>	<u>14-20 May 1986</u>	<u>1986 Weekly Average</u>
a.	New cases	68	61.6
b.	Cases closed	74	73.1
c.	New appeals logged	8	3.9
d.	Appeals closed	1	2.5
e.	Manpower (man-weeks)	77.2	102.4
2.	<u>Current Backlogs</u>		
a.	Initial requests - 1414		
b.	Requests in administrative appeal - 215		
c.	Requests in litigation - 57		
3.	<u>Spotlighted Requests</u>		

ADMINISTRATIVE-INTERNAL USE ONLY



**Page Denied**

Next 1 Page(s) In Document Denied



ADMINISTRATIVE-INTERNAL USE ONLY

STAT IPD/MJD:sh/[ ] (20 May 1986) (FINAL)  
Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OCA

1 - OP

1 - OL

STAT 1 - C/IMS, [ ]

1 - DDO/IRO

STAT 25 - DDO/IMS, [ ]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

ADMINISTRATIVE-INTERNAL USE ONLY



## ADMINISTRATIVE-INTERNAL USE ONLY

28 May 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (21-27 May 1986)

1.	<u>The Week in Review</u>	<u>21-27 May 1986</u>	<u>1986 Weekly Average</u>
a.	New cases	61	61.6
b.	Cases closed	78	73.3
c.	New appeals logged	2	3.8
d.	Appeals closed	6	2.6
e.	Manpower (man-weeks)	123.4	103.4
2.	<u>Current Backlogs</u>		
a.	Initial requests - 1397		
b.	Requests in administrative appeal - 211		
c.	Requests in litigation - 58		

3. Spotlighted Requests

From the Grass Roots:

ADMINISTRATIVE-INTERNAL USE ONLY



**Page Denied**

Next 2 Page(s) In Document Denied



**ADMINISTRATIVE-INTERNAL USE ONLY**

STAT IPD/CMR:sh [ ] (27 May 1986) (FINAL)

**Distribution:**

**Orig - Adse**

- 1 - DCI/DDCI/Executive Director
- 1 - DCI History Staff
- 1 - DDI
- 1 - DDO
- 1 - DDS&T
- 5 - OIS
- 1 - C/PAO
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OCA
- 1 - OP
- 1 - OL
- 1 - C/IMS, [ ]
- 1 - DDO/IRO
- 25 - DDO/IMS, [ ]
- 1 - DDI/IRO
- 1 - DDA/IRO
- 1 - IC/IRO
- 1 - OTE/MAT
- 1 - OIS/LA
- 1 - IRG/OS
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board
- 1 - HGH

STAT

STAT

**ADMINISTRATIVE-INTERNAL USE ONLY**



CONFIDENTIAL

28 May 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 14 May - 28 May 1986

25X1 1. C/CRD joined OIS/Legal Counsel, Deputy Chief of [ ] and  
25X1 Chief, Appeals Branch, [ ] in a visit to the Department of Justice to  
discuss the review of the material from the Miller and Felt case. DOJ  
representatives were Leslie Howe and Ms. Bonnie Mulligan. Miller and Felt  
were FBI officials tried and convicted for using illegal methods to  
investigate U.S. citizens during national security investigations conducted  
during the 1960's and early 1970's. DOJ considers this a very historical  
legal case and they want to be sure that the records from the case are  
preserved, eventually declassified and made available to the public by NARA.  
There are 160 feet of these records and NSA has already reviewed them. NSA  
used a team of eight reviewers who worked several months on the job. Now DOJ  
wants CIA to look at their portion of the records. We will have to go through  
them document by document to at least identify all CIA information. In  
addition, decisions will be necessary on what we want to accomplish during the  
review. As the DOJ representatives pointed out, one University Professor has  
already requested some of the documents for use in a course he teaches and if  
an FOIA request is made CIA may have to review the entire collection under the  
FOIA Act. Before beginning our review we will check with NSA to see what they  
did to pick up any helpful hints they might have to offer. Some final  
25X1 decisions might not be essential until we have gotten into the review to see  
what the nature and quantity of CIA material is involved. [ ]

2. The Library of Congress has asked CIA's help in declassifying some  
classified World War II documents which have been stored in the Library the  
last 40 years. The Library of Congress has no declassification authority.  
Since there is mention of OSS in some documents the Library hopes that CIA can  
declassify them. On receiving the request the Office of Congressional Affairs  
asked the Library for a sample of the collection, and will forward the  
25X1 material to CRD for review. [ ]  
25X1 [ ]

Chief, Classification and Review Division

CONFIDENTIAL



CONFIDENTIAL

27 May 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (21 - 27 May 1986)

1. WORK IN PROGRESSa. Machine-Readable Records. [REDACTED] and

[REDACTED] Information Management Branch, IRMD, briefed representatives of the Information Management Staff, Directorate of Operations (IMS/DO) on the scheduling of machine-readable records. The briefing included a description of the IMB approach to conducting machine-readable records surveys and a review of sample schedule items. At the conclusion of the meeting,

[REDACTED] DO Records Management Officer, asked the IMB representatives if they would assist the DO in identifying and scheduling the DO's computer systems. IMB agreed to assist the DO and it is anticipated that research will begin on the first system at the end of May.

Messrs. [REDACTED] also met with

[REDACTED] Data Administration Service, Information and Management Support Staff, Office of Logistics, and

[REDACTED] Facilities Management Division (FMD), OL, to conduct research on two FMD computer systems: the AUTHORITY System and the PROPERTY System. Messrs. [REDACTED] determined that the two systems were "housekeeping" in nature and that the data stored and processed by the systems are disposable under provisions of General Records Schedule 20. A description of each system is being written and will be added to the inventory of Agency computer systems. [REDACTED]

Records Management Officer, OL, are in the process of identifying the next OL computer system(s) to be scheduled for review.

b. TRIS Usage. [REDACTED] Information Technology Branch, visited DDI, OSWR, OGI, and OCA registries for the purpose of providing assistance of their components in using the Codeword/Collateral Document Control System and in identifying any problems that the registries may be experiencing with data

CONFIDENTIAL



## CONFIDENTIAL

25X1 inputting. The visits were part of [ ] effort as the  
 System's Data Base Administrator to ensure that components are  
 taking full advantage of system capabilities. He found that in  
 general these registries were using the system properly but were  
 not reviewing their data as frequently as they should because of  
 25X1 lack of time. The major concern about CDOCS continues to be the  
 system's slow response time. [ ] will be visiting  
 additional registries during the week of 27 May 1986.

25X1 c. Top Secret Documents. OIS annuitants, [ ]  
 25X1 [ ] have completed the review of DS&T/OD&E  
 document holdings at the Records Center. The review of the  
 remaining 76 jobs identified 34 documents that require followup  
 action by the Document Accountability Section (DAS), and 29  
 unaccounted for documents charged to the OD&E were identified.

25X1 [ ] continues to review DI/OSWR holdings at  
 the Records Center. Review activity for the week resulted in 787  
 documents being located; 697 were on record as charged to OSWR and  
 90 were listed for followup review by DAS. Search activity will  
 continue on the remaining 71 OSWR retirement jobs.

25X1 [ ] DAS, continues to review hard copy  
 documentation provided by DO Operations Group Sensitive Information  
 Section to identify document control information that should not  
 have been converted to the new TSCADS. Seventy-eight items were  
 25X1 deleted from the system this week. [ ] DAS, visited  
 the DCI Executive Registry to identify the additional entries  
 necessary to complete recording the information in TSCADS.  
 25X1 Following these actions an updated inventory listing will be  
 generated for ER verification. In addition, [ ] is  
 25X1 processing the last of the annuitant findings from the review of  
 DS&T/ODE retired holdings. [ ] DAS, continues to  
 process information for Top Secret document copies located by OIS  
 annuitants.

Efforts by the DO to locate unaccounted for TS  
 collateral documents continues. OG/SIS personnel are reviewing the  
 Near East Division files. The activity to date has resulted in  
 241 cubic feet of material in three division components being  
 searched.

d. Top Secret Inventories. Six Top Secret Control  
 Officers (TSCO) have already responded with their 1986 inventory  
 statements. One submission from DI/ALA identified 24 documents for  
 which the office had duplicate copies. The extra copies were  
 destroyed and the Form 26s were submitted to DAS.

25X1 As followup to the 1986 DS&T/FBIS inventory statement  
 submitted to DAS, [ ] conducted an inspection of FBIS  
 document handling procedures and a sampling of their office  
 holdings on 20 May.



## CONFIDENTIAL

2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. ISOO Matters. [redacted] Agency Security Classification Officer (ASCO), prepared a Headquarters Notice for the Deputy Director for Administration's signature concerning security classification procedures. The notice reminds all Agency employees who classify information of their responsibility to adhere to the classification standards and procedures prescribed in E.O. 12356, National Security Information. The notice also provides additional information on the two types of classification decisions--original and derivative--and provides some basic guidelines to be followed when classifying Agency information. Agency employees were urged to contact the ASCO, if they have any questions concerning the classification of Agency information.

The Director of Information Services received a letter from Steve Garfinkel, Director of the Information Security Oversight Office (ISOO), concerning ISOO's wish to conduct a comprehensive review of a sampling of the Agency's classified documents. Because of the need to focus on all aspects of information security during regular ISOO inspections, the Director of ISOO has determined that additional intensive document reviews should be undertaken from time to time. To this end, ISOO has established several document review teams, one of which will visit the Agency for two days in July 1986. The Director, OIS, has discussed the review with the Director, ISOO, and reminded him of the need for the review team to adhere to the ISOO/CIA agreement for ISOO access to Agency records. Details and specific dates for the review are being coordinated by [redacted] Agency Security Classification Officer, with the appropriate Agency components.

25X1 b. IRMD Filing System. [redacted] Information Control  
25X1 Branch, and [redacted] OIS Records Management Officer, are  
working to further implement the OIS records control schedule and  
organize office files. This effort focuses on a centralized filing  
system compatible with TRIS capabilities. This centralization of  
files will help eliminate duplication, save space, and make the  
files more accessible to others. New file folders have been set up  
for both the Information Management Branch (IMB) and the  
Information Control Branch (ICB) located in the IMB/ICB central  
files. The folders are labeled with subject file category, titles,  
and disposition instructions according to the OIS records control  
schedule disposition. IMB and ICB folder information have been  
created in the IRMD TRIS library. Branch members are now listing  
25X1 subject file information on their documents and [redacted]  
IMB/ICB secretary, will enter this data and keywords into TRIS  
before filing the material.



## CONFIDENTIAL

25X1 c. Registry/Information Services Center Activities. The draft survey report on the registry functions of the Secretariat Staff, Intelligence Community Staff (ICS), conducted by [ ] ICB, was completed and sent to the Director of Information Services for review. The survey focused on methods of records retention and improving automation procedures in handling NFIB/NFIC/SIG(I) material.

The ISC's efforts in assisting the Public Affairs Office (PAO) with the special mailing of information on CIA activities, related to the U.S. News and World Report article, to the general public is about finished. The PAO will provide a statistical analysis of this activity in the near future.

d. Records Center personnel performed the following activities during the week of 14-20 May 1986:

RAMS:	Made 14 additions and 11 deletions.	
ARCINS:	Jobs received/edited: 4.	
	Jobs keyed: 30 consisting of	
	2,917 entries.	
	Jobs completed: 28.	
References:	Serviced 1,803 requests for	
	records.	
Accessions:	Received 16 jobs totaling	
	135 cubic feet.	
Other:	The Center hosted 15 OCR	
	careerists who were attending a	
	conference at [ ] They were	25X1
	given a briefing, and tour by	
	[ ] Chief, Accessioning	25X1
	Section. Tours of the facility	
	were also conducted for MI	
	careerists attending the OIS	
	conference. [ ]	25X1

Personnel also performed the following activities during the week of 21-27 May 1986:

RAMS:	Made 13 additions, 1 change, and
	4 deletions.
ARCINS:	Jobs received/edited: 8.
	Jobs keyed: 20 consisting of
	3,618 entries.
Accessions:	Received 7 jobs totaling
	80 cubic feet.
References:	Serviced 2,277 requests for records
	(67 were for annuitants).
Special Run:	One to NCD.



CONFIDENTIAL

3. SCHEDULED MEETINGS

STAT

25X1

[redacted] Chief, Information Technology Branch, and [redacted] ITB, will meet with members of CRD and Directorate Information Review Officers on 28 May to discuss the revised DECAL menu to be used for the Historical Review Program.

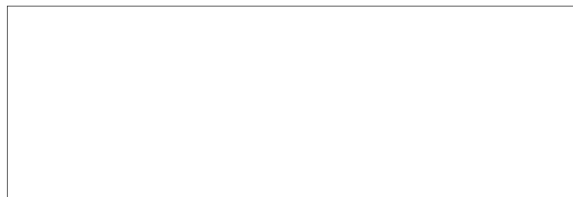
25X1

25X1

Members of ITB, [redacted] OIS Planning Officer, and [redacted] Chief, IPD, will attend a briefing on 29 May by Tab Products on their Laser-optic Filing System. This system enables documents to be scanned by a semiconductor laser and stored on a tellurium-selenium photoelectric disk. The system is capable of reading and storing a standard letter-size page in five seconds.

Members of IRMD will meet with the Directorate RMOs on 30 May to receive a briefing on PC security and to discuss several records management issues.

25X1



CONFIDENTIAL



27 May 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]  
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
13 - 27 May 1986

1. RPD is currently processing 121 jobs, a slight decrease over last weeks total of 125. [redacted]

25X1

2. During this reporting period RPD processed several priority requests from the Office of Personnel (OP) for the immediate publication of Employee Bulletins on pending retirement and tax legislation. These bulletins included Update on Potential Tax Changes to Federal Annuities, Early-Out Retirement Legislation, and Update on Supplemental Retirement Legislation.

3. Other noteworthy Employee Bulletins being processed by RPD include an announcement that Mr. Roger B. Smith, Chairman and Chief Executive Officer of General Motors Corporation, will be the CIA guest speaker on 11 June 1986 in the Headquarters Auditorium; an invitation to all employees to visit the exhibit, With the Fighting Sixty-Ninth: Donovan in World War I," in the Agency Exhibit Hall from 2 - 27 June 1986; and the 30th Anniversary of U-2 Overflights which is included in a new exhibit at the Smithsonian Institution's National Air and Space Museum. The exhibit is entitled "Looking at Earth" and depicts the history of aerial reconnaissance.

4. The Chief and Deputy Chief, RPD and Peggy Sinyard met with

25X1 [redacted] of the Office of Finance to discuss [redacted]  
25X1 [redacted] After considerable  
25X1 discussion and clarification of some problem areas, [redacted] accepted the  
25X1 RPD suggestion that the proposed [redacted] He  
25X1 also expressed his appreciation for [redacted] work in preparing a  
first draft of the initial proposal.

DOWNGRADED TO A-IUO WHEN  
SEPARATED FROM ATTACHMENT

C-O-N-F-I-D-E-N-T-I-A-L



5. Chief and Deputy Chief, RPD met with the Chief, Management and Plans Group, DO/IMS, and members of his staff to discuss the HR/FR consolidation. IMS personnel indicated that all of their previous objections to this proposal were still valid and agreed with RPD's assessment that all efforts thus far prove that consolidation of HRs and FRs into a single issuance is not possible.

25X1





**Page Denied**

Next 2 Page(s) In Document Denied